



MASTER DIRECTIVES

UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 1601.1V
ADJ

27 JUL 2001

GROUP ORDER 1601.1V

From: Commanding Officer
To: Distribution List

Subj: INSTRUCTIONS FOR MARINE AIRCRAFT GROUP 12 DUTY WATCH
STANDERS

Ref: (a) MCO P1050.3H
(b) WgO P5000.10C
(c) GruO P5100.2F
(d) GruO P3750.1A
(e) GruO 11100.1C
(f) OPNAVINST 3100.6G
(g) WgO P5100.1G

Encl: (1) Special Order for Classified Messages
(2) Special Orders for the Group Duty Officer (GDO)
(3) Special Orders for the Assistant Group Duty Officer
(AGDO)
(4) Special Orders for the Group Duty Driver (GDD)
(5) Special Orders for the DNCO/ADNCO
(6) Sample Logbook Entries for GDO
(7) Instructions for the Color Detail
(8) Emergency Leave Procedures
(9) GDO Checklist

1. Purpose. To publish policy and guidance for Marine Aircraft Group 12 Group Duty Officer (GDO), Assistant Group Duty Officer (AGDO), the Group Duty Driver (GDD) and the Duty NCO/Assistant Duty NCO (DNCO/ADNCO).

2. Cancellation. GruO 1601.1U.

3. Information

a. Company grade officers (O-1 through O-3) and warrant officers (W-1 and W-2) assigned to MAG-12 are eligible to stand GDO. This includes officers assigned to Unit Deployment Program (UDP) squadrons and detachments that are attached to MAG-12. Major selects, CWO 3/4/5's and LDO O-3's will not normally be assigned unless required by operational commitments.

GruO 1601.1V

27 JUL 2001

b. All Sergeants assigned to HQ, MAG-12, and MALS-12 are eligible to stand AGDO. Corporals are not authorized to stand AGDO.

c. All Corporals and below assigned to HQ, MAG-12 and MALS-12 are eligible to stand GDD.

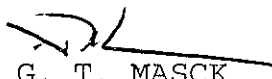
d. The GDO, AGDO, and GDD are sleeping posts between 2300 and 0600 dependent upon exercises and real world operations, natural conditions (i.e., typhoon), and other commitments judged by the GDO as requiring continuous attention.

4. Action

a. Group Adjutant. The Group Adjutant is the overall coordinator for the GDO. He/she will coordinate assignments and changes of GDOs with the Senior Watch Officer (SWO) of each unit, maintain the GDO instruction binder, and publish a monthly watch bill. The Group Adjutant will also coordinate quota assignments of the AGDOs and GDDs with the SgtMaj/1stSgt of HQ, MAG-12 and MALS-12. The SgtMaj/1stSgt will provide actual name assignments and coordinate changes to the AGDO watch bill. The SWO from each unit will provide the actual name assignments and coordinate changes to the GDO watch bill.

b. Group Duty Watch Sections. All GDOs, AGDOs, and GDDs will be familiar with this Order prior to assuming their assigned duty. Enclosures (1) through (9) contain detailed special instructions and examples for the watch section to follow.

5. Summary of Revision. This directive contains major changes and should be reviewed in its entirety.


G. T. MASCK
ACTING

DISTRIBUTION: A

27 JUL 2001

SPECIAL ORDER FOR CLASSIFIED MESSAGES

1. Classified Messages. The GDO will be called by the communication center for immediate and flash messages, both classified and unclassified. The GDO will ask for a hard copy to be printed, while in the communication center, the GDO will sight these messages and if action and transportation/dissemination of classified message is necessary notify a cognizant staff officer in sub-paragraph (c) and one of the couriers in sub-paragraph (d). If no action is needed, have the communication center dispose of the hard copy message. The following special instructions apply:

a. Recording. The GDO will log the originator, date-time group, and subject line (if the subject is unclassified) of all messages sighted during the tour of duty. For messages with classified subject lines, the GDO will enter "classified" as the subject.

b. Top Secret Messages. When informed that a **TOP SECRET** message is at the Station Communications Center, the GDO will notify an officer from the list below in the following order:

NAME	RANK	BILLET	HOME#
Yourkowski, J.	LtCol	Top Secret Officer	x2403
Riegel, B. V.	LtCol	OPSO	x2572
Masck, G. T.	LtCol	XO/Sec Mgr	x2220
LaPan, J. G.	Capt	S-2 O/Asst Sec Mgr	x5356

If none of these officers are available, the CO will be notified.

c. Action Messages other than TOP SECRET. The GDO will notify an officer from the list below, in the following order, of any messages received during non-working hours, which require action prior to the commencement of the next working day.

NAME	RANK	BILLET	HOME#
Staman, J. P.	Maj	Future OPSO	x2601
Barbour, E. L.	Maj	Plans OPSO	(0827) 38-1865
Riegel, B. V.	LtCol	OPSO	x2572
Masck, G. T.	LtCol	XO/Sec Mgr	x2220
Lapan, J. G.	Capt	S-2 O/Asst Sec Mgr	x5356
Cover, M. E.	1stLt	S-2 A	x2399
McAllister, C. A.	2ndLt	S-2	

ENCLOSURE (1)

GruO 1601.1V

27 JUL 2001

d. Couriers. The GDO will call two (top secret messages), or one (confidential and secret messages), of the following couriers if transportation and dissemination of messages is needed:

(1) For Top Secret messages call:

NAME	RANK	BILLET	HOME #	PAGER/MOBILE #
Daley, M. L.	SSgt	SSCT SNCOIC	x2050	x156
Phillips, K. J.	CPL	SSCT NCOIC	x6570	x156
Overhand, R. L.	LCpl	SSCT Clerk	x6570	x156

(2) For Confidential and Secret messages call:

NAME	RANK	BILLET	HOME #	PAGER/MOBILE #
Talley, E. L.	SSgt	CMCC Cust	x2040	x101
Fernandez, R. A.	CPL	CMCC Clerk	(0822)70-5083	103/09079765829

e. Precedence. The following time frames will be adhered to when handling incoming message traffic:

PRECEDENCE

ACTION TIME FRAME

Flash (Z)

ASAP and within 10 minutes notify appropriate staff officer in sub-paragraph (c) (if immediate action required)

Immediate (O)

Within 30 minutes notify appropriate staff officer in sub-paragraph (c) (if action is required)

Priority (P)

Within 6 hours notify appropriate staff officer in sub-paragraph (c) (if action is required)

Routine (R)

Within 3 hours following the start of the next working day notify appropriate staff officer in sub-paragraph (c) (if action is required)

ENCLOSURE (1)

27 JUL 2001

SPECIAL ORDERS FOR THE GROUP DUTY OFFICER (GDO)

1. Tour of Duty. The tour of duty for the GDO will be from 0730 to 0730 daily.

2. Assumption and Relief of Duty

a. On normal workdays, the off-going and on-coming GDO will report to the MAG-12 Executive Officer (XO) at 0730 for posting and relief. If the XO is absent, the Commanding Officer (CO), HQ, MAG-12 will conduct the relief.

b. Posting and relief will be informal between GDOs on weekends and holidays.

3. Place of Duty

a. The place of duty for the GDO will be the Group Duty Office located in building 1450A. The GDO will reside in building 1450A during duty except as specified in paragraph 3b and 3c.

b. On normal workdays immediately following morning colors, the GDO will enter his/her recall number in the GDO logbook, lock the GDO office, leave the keys and the GDO logbook with the Adjutant, and then proceed to his/her regular duties at his/her unit. At 1600, or when instructed, the GDO will report to the MAG-12 XO/Adjutant for any special instructions.

c. The GDO and AGDO may not be absent from the Group Duty Office at the same time in the conduct of required/appointed rounds except when conducting morning and evening colors. During colors, the GDD should remain in the duty office. When absent from the Group Headquarters, the GDO will keep the AGDO advised of his/her whereabouts at all times.

d. Trips to the gymnasium or other physical training areas that results in any member of the Group Duty Watch Section being absent from the place of duty are not authorized.

4. Uniform. The uniform for duty is utilities or as prescribed by higher headquarters.

ENCLOSURE (2)

GruO 1601.1V
27 JUL 2001

5. Responsibilities

a. The GDO will familiarize himself/herself with the instructions contained in this Order and the GDO special instructions binder prior to assuming the duty.

b. The GDO will inventory the key locker located in the GDO office to ensure all keys are accounted for at the assumption of his/her watch. A key inventory is located in the GDO binder. Keys may be checked out, but only to personnel listed on applicable access rosters. The GDO will make an appropriate logbook entry upon completion of the inventory (see encl 5).

c. The GDO is the direct representative of the CO of MAG-12 and is responsible for good order and discipline throughout the Group after normal working hours. Additionally, the GDO serves as the HQ, MAG-12 Duty Officer for the MAG Headquarters area and matters that involve MAG/HQ Marines.

d. The GDO will maintain a logbook and record all significant events and items of interest to the Group Commander. Sample logbook entries are listed in enclosure (5).

e. The GDO will post and relieve the AGDO at 0715 daily.

f. The GDO will post the on-coming GDD at 0745 daily and relieve the off-going GDD after morning colors and vehicle turnover are completed.

g. The GDO is required to subsist at either mess hall for at least one meal during his/her watch. He/she will also inspect the mess hall, sign the cook's worksheet and report any discrepancies in the logbook at least once during his/her tour.

h. The GDO will tour all MAG-12 barracks at least once after 2200. On Paydays, Fridays and Saturdays, this tour will be delayed until 0100-0200 the next day. It is not necessary to tour every floor in each barracks. Checking in with each DNCO is sufficient. DNCOs are located in the following buildings (see map in GDO office):

MALS-12	Barracks 1358
VMFA-212	Barracks 1395
HQ, MAG-12	Barracks 1395
VMFA-UDP	Barracks 1395
VMAQ-UDP	Barracks 335 (when applicable)
VMA	Barracks 335 (when applicable)
VMFA-UDP	Barracks 1686

ENCLOSURE (2)

i. The GDO is responsible for supervising the raising and lowering of colors. The AGDO will coordinate the colors and instruct the color detail per the instructions contained in enclosure (6).

j. In the event of a recall, the GDO will be the Group coordinator. The recall bulletin is contained in the GDO instruction binder.

k. The GDO will ensure that the GDO office is in a good state of police prior to relieving the AGDO and GDD.

l. The Group Duty Watch Section does not normally provide locator service after hours. Alpha rosters of the squadrons are maintained, but are subject to daily changes, which are not reflected. The recall of an individual is a function of the individual's squadron/section. If a call is received requesting the location of a specific individual, the caller must identify the squadron the Marine belongs to. The caller can then be referred to the squadron's SDO for further assistance. Routine requests can normally be delayed until the next working day and referred to the appropriate S-1 office.

m. Security of the Group Headquarters Area

(1) The GDO will direct the GDD to secure all buildings in the Group Headquarters at 1800 on normal working days unless personnel are still working in their spaces. If any hatch is found to be unsecured after normal working hours and no one is presently in that section, the following action must be taken:

(a) Call the senior officer of that section.

(b) That officer will ensure the workspace is secured.

(c) GDO will make appropriate logbook entry indicating corrective action taken.

(2) At least once after working hours, the GDO will check to ensure the MAG-12 areas where classified material is stored are secure or occupied. On weekends and holidays, the GDO will conduct two security checks during the watch, one of which must be after 2200. All security checks will be entered in the logbook.

ENCLOSURE (2)

27 JUL 2001

There are two classified material storage locations the GDO must check after hours each night (twice on weekends/holidays). They are:

(1) S-2/CMCC Building 1450E. A large metal door with a cipher lock on it. Sign the log sheet posted next to the door.

(2) S-3 Building 1450F. Use the appropriate key to open the front door. Go to the fourth door on the right, check the lock and initial the security checklist on the wall.

(3) If any security area is found open and unattended, or if there is any evidence of forced entry, the GDO will immediately post a guard at the site and notify the MAG-12 S-2 Officer or S-2 Chief and the individuals indicated on the recall roster posted near the area in question. The guard will be relieved upon arrival of the MAG-12 S-2 Officer or S-2 Chief and the Officer in Charge (OIC)/Non-commissioned Officer in Charge (NCOIC) of the unsecured area.

n. Emergency Leave Procedures. The GDO may receive notification of a death or serious injury to a family member of a MAG-12 Marine. Such incidents may or may not warrant emergency leave but will always require immediate and compassionate action.

(1) Serious Injury/Death. Notification of serious injury or death of a family member will NEVER be delivered directly to the individual concerned. The GDO will notify the appropriate Squadron Duty Officer, the Duty Chaplain (see GDO Instruction binder for beeper numbers), and the MAG-12 XO. Notification calls will normally be made by the Marine's CO/OIC and a chaplain. Such calls will always be made in person.

(2) Welfare Inquiries. Other after-hours calls may only request a service member to call or write home. Calls of this nature will be logged in the GDO logbook and forward to the appropriate squadron. Notifications that do not contain sensitive issues may be made to the Marine via the appropriate SDO.

(3) Emergency Leave. Notification of an emergency situation will normally be received from the Red Cross. Squadron Commanders will determine when an emergency situation requires a Marine to go on emergency leave. The GDO will

27 JUL 2001

physically sight the Red Cross notification and the emergency leave request signed by the Squadron CO or XO. Only the MAG-12 CO or XO will approve emergency leave to commit funds for the member's travel. Detailed instructions are contained in enclosure and are based on the guidance of reference (a). Squadron COs may grant annual leave (commensurate with current directives) to their Marines for situations that do not qualify for emergency leave. References (a) and (b) are germane.

o. Special Incident Reporting (OPREP-3). Significant incidents may occur during the tour of duty which require special attention. The level of interest will depend upon the severity of the incident. It can range from "Group only" interest to CMC and national interest. Examples of incidents would include, but not be limited to, attacks upon American armed forces, loss of aircraft, death or serious injury of personnel, Things Falling Off Aircraft (TFOA), or any incident that is likely to draw media coverage. Upon notification of any injury or death of any Marine in MAG-12, notify the XO, Adjutant, and Administrative Chief immediately, who will coordinate all official casualty-reporting requirements.

(1) The squadron experiencing the incident is responsible for OPREP-3 submission; however, there may be times when it is impractical for the unit to prepare and submit the report. In such circumstances, MAG-12 must assume responsibility for submission of the OPREP-3. There may also be times when an OPREP-3 from the Group is required; therefore, the GDO must be prepared to execute OPREP-3 reports.

(2) If the GDO becomes aware of an incident that fits OPREP-3 reporting criteria, he/she should immediately notify the S-3 Officer, XO and CO, in that order.

p. Flash Report. References (c) and (d) establish this report requirement and contain detailed instructions on its submission. The purpose of the Flash Report is to expeditiously alert the chain of command that an adverse incident has occurred. To file a Flash Report refer to the procedures set forth in the Group Duty Binder. All reportable incidents, per reference (g), are located in the Group duty Binder within the Flash Report procedures. (Note: Concerning all Marines belonging to MAG-12, the CO of MAG-12 HQ will be notified; not the MAG-12 CO.)

(1) All Flash Reports will be completed by the squadron to whom the Marine/equipment belongs.

ENCLOSURE (2)

27 JUL 2001

(3) All Flash Reports will be typed and answer the applicable questions: who, what, when, where, and why.

q. After-Hours Engine Turns. Aircraft squadrons will contact the MCAS Duty Officer in order to obtain permission to turn aircraft engines that might generate complaints of excessive noise. Squadrons will also inform the GDO of all aircraft engine turns (1800-0700 weekdays, anytime weekends and holidays). The following guidelines will be followed:

- (1) High-power turns in the hush house: 24 hours a day.
- (2) High-power turns outdoors: 0630-2100
- (3) Low-power (idle detent): 24 hours a day.
- (4) Low-power (75%): 0630-2300.

After sunset, all aircraft engine turns will be conducted with the nose of the aircraft pointed toward the runway to reduce noise in the civilian community.

s. Heat Condition Flags. MAG-12 S-3 will post heat Condition Flags during the hours of 0800-1630, Monday through Friday. The GDO/AGDO post the current HEAT CONDITION FLAG after normal working hours Monday through Friday and on weekends and holidays. Upon notification of the heat condition from the station weather office, the appropriate Heat Condition Flag will be hoisted on flagpole #3.

ENCLOSURE (2)

27 JUL 2001

SPECIAL ORDERS FOR THE ASSISTANT GROUP DUTY OFFICER (AGDO)

1. Tour of Duty. The tour of duty for the AGDO will be from 0715 to 0715 daily.
2. Assumption and Relief of Duty. The AGDO will be posted and relieved by the Group Duty Officer in the GDO Office at 0715 daily. **The AGDO assigned for each Friday and/or the last workday prior to a holiday will telephonically contact each AGDO assigned duty for the upcoming weekend/holiday in order to confirm that the scheduled Marines know they are assigned duty.** The AGDO will complete this action and report it to the GDO not later than 0815.
3. Place of Duty. The place of duty for the AGDO will be the GDO office located in building 1450A. After morning colors on normal workdays, the AGDO will return to his/her work section until 1600 or as directed by the GDO.
4. Uniform. The uniform for duty is utilities.
5. Responsibilities
 - a. The AGDO is the GDO's primary assistant and must be able to assume those responsibilities when the GDO is absent from the GDO office.
 - b. After morning colors the AGDO will secure the GDO office and return these keys to the Group Adjutant. The AGDO will pick up these keys at 1600 to return to his/her post in the GDO office. These keys will be kept in one of two places: during working hours they will be kept in the custody of the Group Adjutant; after working hours they will be kept in the GDO office in the custody of either the GDO or AGDO. Turn-in and pick-up of the GDO keys with the Adjutant will be entered in the AGDO logbook. Neither the GDO nor AGDO will take the keys out of the area when departing on security checks, chow, etc.
 - c. Prior to being relieved, the off-going and on-coming AGDOs will conduct a joint inventory of the keys in the key locker and keys checked out in the key logbook. All keys will be accounted for and any discrepancies will be immediately reported to the GDO.

ENCLOSURE (3)

GruO 1601.1V

27 JUL 2001

d. The AGDO is responsible for distribution and control of linen and blankets to the Group Duty Watch Section. The AGDO will inventory the linen and place it in the locker located in the GDO office.

e. The AGDO will exchange linen on a one-for-one basis with the barracks NCO for barracks 1395.

f. The AGDO will remain in the GDO office except for meals, colors, or when specifically ordered elsewhere by the GDO. Other than during colors, the AGDO will not leave the GDO office unless the GDO is present.

g. The AGDO will know the whereabouts of the GDO at all times. During the GDO's absence, the AGDO will receive/record information passed and the times/names of any incoming phone calls and pass this to the GDO. All information received of an emergency nature will be immediately referred to the GDO.

h. The AGDO will turn on the standing lights in the MAG-12 Headquarters area at dusk and turn them off at dawn.

i. The AGDO will ensure the GDO office is in a good state of police prior to the GDO relieving the Group Duty Driver (GDD) at 0745 daily.

j. The AGDO will maintain a logbook of significant events or matters of an unusual nature occurring during his/her tour of duty.

ENCLOSURE (3)

27 JUL 2001

SPECIAL ORDERS FOR THE GROUP DUTY DRIVER (GDD)

1. Tour of Duty. The tour of duty for the GDD will be from 0745 until 0745 the following day.

2. Assumption and Relief of Duty. The GDD will be posted at 0745 daily by the GDO in the GDO office.

3. Place of Duty

a. The normal place of duty for the GDD will be the GDO office located in building 1450A.

b. Unless otherwise directed by the GDO, the GDD will resume regularly assigned duties until 1545 on normal working days. The GDD will report to MAG-12, Adjutant (Bldg 1450C) at 1545, Monday through Friday, to re-dispatch the duty vehicle. On mornings of working days, the off-going duty driver will turn over the duty vehicle to the MAG-12 S-1 upon relief at 0815. On weekends and holidays, the duty vehicle will be re-dispatched to the new GDD.

c. No duty vehicles are authorized off base without a valid trip ticket. In all instances where the duty driver must depart the limits of the Air Station, the driver will proceed to the Station Motor Pool and obtain a trip ticket that will be returned to the Motor Pool immediately upon return to Station. The GDO will authorize all off-base runs.

4. Uniform. The uniform for duty is utilities.

5. Responsibilities

a. The GDD will have in his/her possession the required license and SOFA stamp to operate the duty vehicle and will be able to drive both manual and automatic transmission vehicles. He/she will report to the Adjutant office after morning colors and upon posting at 1545 to turn over the duty vehicle.

(1) The duty vehicle will be used for official business only. The GDD may be called upon to drive VIPs in the event the regular driver becomes unavailable. Unless in an emergency leave status, all passengers must be in uniform. Smoking is not permitted in any vehicle.

ENCLOSURE (4)

GruO 1601.1V

27 JUL 2001

(2) The GDD will ensure the vehicles' trip ticket has an off base stamp on it. Authorization for off-station trips will be authorized by the GDO.

b. The GDD will secure all offices and buildings located in the Group Headquarters at 1800 on normal working days, unless someone is still working in these offices.

c. The GDD will ensure that the GDO office is in a good state of police prior to posting and relief to include emptying all trash cans, sweeping/vacuuming the floor, and making the racks.

d. Unforeseeable conditions may require the GDD to be tasked to drive various missions during normal working hours. These events will be coordinated through the Adjutant and S-4. A map of MCAS Iwakuni, with working and living spaces annotated, is located in the GDO office on the wall.

ENCLOSURE (4)

27 JUL 2001

SPECIAL ORDERS FOR DNCO/ADNCO

1. Mission. The DNCO/ADNCO provides 24-hour security of BEQs, protects personnel and property of the residents, and enforces rules and regulations as necessary according to the regulations herein. These special orders are applicable to UDP squadrons, VMFA-212, MALS-12 and HQ, MAG-12 DNCO's.

2. Assignment. Sergeants and senior Corporals will be assigned as Duty Noncommissioned Officer (DNCO) for the squadron barracks. Junior Corporals and qualified Lance Corporals will be assigned as Assistant Duty Noncommissioned Officer (ADNCO). Individual assignments will be published monthly by a Squadron Bulletin in the 1601 series. Once this bulletin is published, no changes will be made in assignments without the express approval of the Squadron SgtMaj/1stSgt.

a. Unit noncommissioned officers assigned as barracks duty NCO are representatives of the Commanding Officer (CO) and will conduct themselves accordingly. Discipline within the barracks is directly related by the performances of the Duty Noncommissioned Officer. Consequently, a Duty NCO is expected to be epitome of a "Marine on Duty". He/she is charged with the enforcement of this order.

3. Post. Duty rooms are located on the first deck of each BEQ (or where required). These rooms are designated as the appointed place of duty for DNCOs/ADNCOs. When the DNCOs are not on watch, ADNCOs will be posted. If it becomes necessary to leave the immediate visible area of these posts unmanned, the entrances shall be secured to prevent unauthorized access. Personnel assigned to these posts shall remain watchful of the comings and goings of personnel in the BEQ. Personnel shall be challenged whenever necessary to ensure that access to the BEQ is permitted only to authorized personnel.

4. Responsibilities. DNCOs/ADNCOs are responsible for on the scene decisions and corrections of hazards, violations of orders, or breaches of security or discipline. DNCOs/ADNCOs will remain alert and avoid socializing, watching TV, playing the video games, playing cards or sleeping on post. DNCOs/ADNCOs will take action as necessary to deal with the situation at hand. DNCOs/ADNCOs will be thoroughly familiar with the contents of reference (e) and enforce all regulations contained therein.

ENCLOSURE (5)

27 JUL 2001

a. Amplifying Instructions. The following apply to members of the watch:

(1) Alcoholic Beverages. Consumption of alcoholic beverages by any member of the watch is prohibited within 8 hours of the watch. Limits on the consumption or possession of alcohol in the BEQ are directed by ref (e).

(2) Guests. DNCOs/ADNCOs will remain alert and challenge all persons who enter the BEQ by checking all ID Cards. Guest policy is established by ref (e) unless an Individual Unit CO has more stringent rules. DNCOs/ADNCOs will maintain Guest Logs per paragraph 7b of this enclosure.

(3) Meals. While in a duty status all meal breaks shall be limited to a maximum of one hour. Under no circumstances will the meal breaks for DNCO/ADNCO coincide.

(4) Leave. Leave is not authorized while a member of the watch. If the requirement for emergency leave arises the Squadron SgtMaj/1stSgt will be immediately notified.

(5) Lighting. All unnecessary lighting will be secured at 2200 daily. Internal and external standing lights/spotlights shall be secured at sunrise.

(6) Personal Business. Personal appointments to include medical, dental, legal, etc., will be scheduled so as not to interfere with the duty schedule. Unexpected illness or other emergencies shall be promptly reported to the Squadron SgtMaj/1stSgt for appropriate action.

(7) Security of Keys

(a) Master keys will be properly safeguarded by the DNCO/ADNCO. **Under no circumstances will the DNCO/ADNCO permit access to these keys or loan them out.**

(b) In the event personnel lock themselves out of their quarters or lose a key, the DNCO/ADNCO will unlock the individual room and an appropriate logbook entry will be made.

(8) The DNCO/ADNCO will both remain on duty at their post the entire 24 hours unless a routine or special situation not covered in this Order requires their presence elsewhere.

ENCLOSURE (5)

27 JUL 2001

(1) Bomb Threat. In the event of a bomb threat immediately take action to evacuate the building, notify the MAG-12 GDO/AGDO, and the Provost Marshal's Office (PMO).

(2) Criminal Acts. Immediately notify the PMO and the MAG-12 GDO/AGDO of all criminal acts, to include assault, theft and vandalism. Take every reasonable effort to restrain perpetrators, aid victims and preserve evidence.

(3) Fire. Immediately sound the alarm, evacuate the building, call the fire department at extension 119 and notify the MAG-12 GDO/AGDO. Fire/Emergency Evacuation plans are contained in each BEQ.

(4) Injury. Administer first aid, notify appropriate medical authority and the MAG-12 GDO/AGDO.

(5) Storm Warning. Take action as necessary to ensure security of the building and its inhabitants. Ensure that property is not in severe jeopardy of damage by wind, water or flying debris.

(6) Use of Physical Force. The use of physical force by a member of the duty is permitted only when necessary for self-defense, defense of other persons under attack or protection of persons not in control of their faculties. If a situation that will require physical force appears to be developing, notify the PMO, MAG-12 GDO/AGDO and the Squadron SgtMaj/1stSgt for assistance.

5. Uniforms and Equipment. DNCO/ADNCO will wear a clean utility uniform and shined boots. He/she will be covered and wear a duty belt. Equipment will include a flashlight and logbook.

ENCLOSURE (5)

GruO 1601.1V

27 JUL 2001

6. Posting and Relief

a. Weekdays

(1) At 0715 the new DNCO/ADNCOs will report to their respective BEQs, at which time an inspection will be conducted by the new DNCO before assuming the duties.

(2) Both old and new DNCOs will report to the Squadron SgtMaj/1stSgt at 0730 for formal posting/relief and to receive any special instructions.

(3) After posting/relief has been accomplished the new DNCO will return to assume the post; briefing the ADNCO of any special instructions received.

b. Weekends and Holidays. The procedures remain the same as above except that posting/relief will be conducted informally.

7. Logbooks. Logbooks are an official record of events occurring during a 24-hour duty period. Maintaining the logbook is the responsibility of the DNCO/ADNCO. Entries shall be made by the DNCO/ADNCO when posted/relieved and as necessary. Additional information and instructions are as follows:

a. DNCO/ADNCO Logbook

(1) All entries must be made neatly and printed legibly in black ink.

(2) The logbook will be opened each day on a new page by the new DNCO and closed on the preceding page when properly relieved.

(3) The top of the first page each day will be filled in as follows:

	DATE	
CO		Rank/Name
XO		Rank/Name
1stSgt		Rank/Name
DNCO		Rank/Name
ADNCO		Rank/Name

ENCLOSURE (5)

0730 I, Rank/Name, have assumed the duties as BEQ# DNCO. I have read and understand all orders pertaining to this post. All duty belts, flashlights and keys are accounted for.

(4) All entries must be in chronological order. Should it become necessary to make an out of sequence entry, asterisk (*) the entry and indicate LATE ENTRY.

(5) In general, all items of significant interest will be logged in. This includes any/all violations of BEQ regulations contained in reference (e) and situations listed in paragraph 4b above. The following situations should be logged:

(a) Significant results of tours/inspection of the BEQ; for example, lounges extremely dirty.

(b) Arrival/departure of repair or service personnel for utilities, vending machines and inspections.

(c) Commencement and termination of field day.

(d) Time of the turning on/off of standing lights.

b. Guest Control Logbook

(1) Each squadron's BEQ will maintain a guest logbook. Guest logbooks will be maintained by the DNCO/ADNCO assigned by each squadron. All official and non-official guests will be logged in and out as appropriate. The following format will be utilized to maintain control of guests:

<u>Date</u>	<u>Guest</u>	<u>Unit</u>	<u>Sponsor</u>	<u>Rank/Name</u>	<u>Rm#</u>	<u>In</u>	<u>Out</u>	<u>Pass#</u>	<u>Duty</u>	<u>Initial</u>
1	2	3	4		5	6	7	8		9

Notes:

1. Date of entry
2. Guest name must be verified by the active duty military ID or pass number
3. Unit to which the guest belongs
4. Sponsors name must be verified by a military ID
5. Sponsors room number must be verified by records
6. Time in
7. Time out
8. Pass number issued
9. DNCO's/ADNCO's initials

ENCLOSURE (5)

GruO 1601.1V

27 JUL 2001

(2) Each evening at 2200 the DNCO/ADNCO will screen the guest logbook to ensure that all guests have departed the BEQs and an entry will be made in the guest logbook as follows:

Date 2200 Guest logbook checked. All guests properly logged out and passes inventoried and accounted for at this time. [DNCO/ADNCO signature]

c. Trouble Desk Logbook

(1) Each BEQ will maintain one logbook to record all maintenance repairs/problems. This logbook will be updated by the DNCO/ADNCO.

(2) As personnel report maintenance problems they will be logged in as follows:

<u>Date</u>	<u>Time</u>	<u>Problem</u>	<u>Work#</u>	<u>Date Complete</u>	<u>Duty Initial</u>
1	2	3	4	5	6

Notes:

1. Date reported
2. Time reported
3. Specific trouble
4. Work request number (received from trouble desk)
5. Date action completed by Facilities
6. DNCO/ADNCO verification of completed repair

(3) After problems have been appropriately logged, a phone call will be placed to the Facilities Trouble Desk, at which time a work request number will be assigned and logged.

(4) When work has been completed it will be inspected by the DNCO/ADNCO for proper and complete maintenance. If satisfactorily completed, initial trouble desk logbook as action completed.

(5) Every Monday, the logbook will be reconciled by the DNCO. If troubles have been reported but work request numbers have not been received or action is still pending, a call will be made to the Facilities Trouble Desk for further action so as not to cause a backlog of repairs needed.

ENCLOSURE (5)

27 JUL 2001

SAMPLE LOGBOOK ENTRIES FOR GDO

COMMANDING OFFICER
EXECUTIVE OFFICER
GROUP DUTY OFFICER

CO's name
XO's name
GDO's name

0730 I have assumed the duty as the MAG-12 GDO. I have read all orders pertaining to this post. I acknowledge receipt of (list any special property assigned to GDO). Keys inventoried. Keys _____ missing. Keys _____ checked out.
0745 Posted LCpl _____ as GDD.
0800 Colors posted.
0805 GDO can be reached at Ext. _____.
1600 Briefed by XO.
1700 Subsisted at mess hall. Meal was satisfactory.
1800 Directed GDD to check and secure buildings in CP area.
1830 Conducted security checks. All secure.
2005 Sighted CG, MARFORPAC msg XXXXXX Feb 98 subject classified. Informed the MAG-12 XO.
2045 Sighted CG, 1st MAW msg XXXXXX Feb 98 subject Routine Report Submission. No action required.
2105 Toured barracks. Duty NCOs alert and knowledgeable. Posts in order.
2230 Toured Group area. All secure.
2250 VMFA-XXX requested high power outdoor turn up of engine. Request denied; MAG-12 XO notified.
0133 Sighted CG, 1st MAW msg XXXXXX Feb 90 subject classified. Notified S-3 Officer for action required by 0700.
0545 Toured Group area. All secure.
0715 Posted Sgt _____ as oncoming AGDO.
0730 I have been properly relieved of all duties by.

Respectively submitted,

GDO Signature
Grade USMC

NOTE: Under no circumstances will pages be removed from the logbook. No lines or pages will be skipped, and all erroneous entries will be neatly lined through with one single line and initialed. All logbook entries will be printed.

ENCLOSURE (6)

INSTRUCTIONS FOR COLOR DETAIL

1. General

a. Morning colors will be conducted at 0800 daily. The GDO will call station at 253-4211 for a time hack to coordinate precisely when to raise and lower the colors. This ensures uniformity. Evening colors will be conducted at sunset. The Adjutant will advise the GDO of any special instructions pertaining to flags such as half-masting, general officer flags, POW/MIA flag, etc.

b. The color detail will consist of the AGDO and two assistant NCOs from HQ MAG-12. The GDO will supervise both morning and evening colors. The GDD will standby as telephone watch in the GDO office during colors.

c. The AGDO will call station weather at 253-3005 prior to morning colors to determine if inclement weather is expected. If it is, the storm flag (small flag) will be flown.

d. The national ensign will be hoisted briskly and lowered slowly (i.e., to reach the bottom of the flagpole at the end of retreat). When half-masting the colors, they are hoisted briskly to the peak, then slowly lowered to half-mast position in the morning. Before lowering in the evening, the ensign is again hoisted to the peak, and lowered slowly.

2. AGDO Instructions. The AGDO will ensure both ADNCOs are present for colors. The AGDO will carry the national colors and command the color detail in the following manner:

FALL IN--Color detail falls in at attention.

FORWARD MARCH--Detail marches to a position in front of the center flagpole.

DETAIL, HALT

POST--Both ADNCOs step forward onto the stone markers.

FACE--Both ADNCOs face inboard, step on landing, and prepare the halyards for colors. (Colors are hoisted on the GDO's command of "Colors" per the time hack he/she received from station.) AGDO executes a hand salute as soon as the flag raises clear of his/her hands. After the colors reach the top of the flagpole, the ADNCOs will tie off the halyards and execute a hand salute. Upon command of "CARRY ON" by the GDO, the AGDO commands, "ORDER ARMS".

27 JUL 2001

FACE--Both ADNCOs face the GDO.

POST--Both ADNCOs step on line with the AGDO. At this time the AGDO will do an "ABOUT FACE"

FORWARD, MARCH

DETAIL, HALT

AGDO will report to the GDO and carry out his/her orders

This procedure is repeated for evening colors with the AGDO executing a hand salute until the national colors are low enough for him/her to grasp and bring home. After the AGDO dismisses the detail, they fold the flag as indicated in Figure 1 (if the flag is wet it will be draped in a respectful manner in the GDO office in order to dry).

3. General/Flag Officer Flags. Whenever MAG-12 is hosting a General/Flag Officer, his flag will be flown on the number two flagpole (See Figure 1). The GDO will ensure that such flags are raised upon the General's arrival on the station and lowered after the General departs, or at night if he stays aboard the Air Station. If the General does stay overnight his flag will be flown once morning colors is completed. Ensure such flags are flown with the single ray of the star pointed up.

4. Prisoner of War/Missing in Action (POW/MIA) Flag. The black POW/MIA flag will be flown on POW/MIA Day (19 September) and the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day and Christmas Day. On these days, the flag will be carried by the GDO and delivered to the AGDO immediately after the national flag is raised. The AGDO will then march the color detail to the number three flagpole and raise the flag. The POW/MIA flag will always be flown at half-mast. The POW/MIA flag will be lowered after the national colors.

27 JUL 2001

EMERGENCY LEAVE PROCEDURES

Background

1. Complete information on leave and liberty is contained in references (a) and (b). Each emergency leave situation must be a bonafide emergency verified by the competent authority, and must be authorized by the MAG-12 CO/XO.

2. Because Marine Corps appropriated funds are utilized in emergency leave, orders/appropriation data will not be issued without approval of the MAG-12 CO/XO.

Procedures

1. Obtain an Emergency Leave Data Sheet from the squadron or MAG-12 HQ as appropriate. Ensure the information is complete and is signed by the squadron CO/XO. Advise the unit to have their CO/XO verify the emergency leave requirement with the MAG CO/XO.

2. Contact the MAG-12 XO who will approve/disapprove the emergency leave.

3. Once the approval has been granted by the MAG-12 CO via the MAG-12 XO, GPAC will prepare emergency leave orders. Contact the Fiscal Officer or fiscal representative from recall roster (beeper: 253-9000, #112) and request the Fiscal Department provide appropriation data to the GPAC representative so orders may be prepared.

4. Direct the member's unit Duty Officer to contact the duty from the Passenger Control Point (PCP) at beeper number 253-9000, #083. If unable to contact PCP duty, contact the MCAS Duty Officer at 253-4001. Advise the squadron initiating the emergency leave to coordinate ticketing arrangements with PCP.

5. If a 1-year PCS Marine has at least 270 consecutive days overseas and has an emergency leave situation, they should execute PCS in conjunction with emergency leave. Also, if a UDP Marine is within 45 days of the end of their UDP, their deployment should be terminated. In either case, the MAG-12 XO will make this decision and provide specific guidance.

ENCLOSURE (8)

GruO 1601.1V

27 JUL 2001

6. Dependent travel for Emergency Leave

a. Command Sponsored Dependents. Dependents who are command sponsored can accompany their sponsor to CONUS at government expense. Dependent travel must be approved by the CO, MAG-12. Individual units will also prepare dependent travel orders utilizing a separate TON number.

b. Non-Command Sponsored Dependents. Dependents who are not command sponsored can accompany the Marine through the use of government air on a one-way space available basis, with no entitlement for travel at government expenses. These dependents will not be permitted to return to Japan on government/contracted aircraft; they must plan on purchasing commercial airline tickets to return to Iwakuni.

ENCLOSURE (8)

GruO 1601.1V
27 JUL 2001

GDO CHECKLIST

This checklist is compiled from frequently asked questions; it is not "all encompassing," but a guide to help the GDO perform her/his duties:

1. The uniform for duty is utilities, not flight suits.
2. PT is not authorized during duty. The place of duty is the GDO Office or making the rounds.
3. To forward a phone call:
 - hit hookflash
 - dial the number that the call is being forwarded to
 - let it ring
 - hang up; there is no need to wait for the person on the other end to pick it up.
4. Ensure that your AGDO knows how to forward a phone call in your absence.
5. Tour the barracks at least once after 2200 (0100 on Payday, Friday and Saturday).
6. Eat at least one meal in the chow hall.
7. If PMO picks up a Marine from one of the Squadrons or any unusual event should occur, ensure that the squadron duty is informed of the situation. For HQ, inform the 1stSgt, XO or CO.
8. Do not neglect to perform the security checks on the S-2/S-3 buildings. Remember to place key #18 (entrance to S-3) back in the key box once security check is completed.
9. If a Marine or Sailor is hospitalized out in town or seriously injured, notify the DOSS regardless of the hour. For minor injuries, wait until a reasonable hour to notify the DOSS.

ENCLOSURE (9)